PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: RECORDS COORDINATORS:
PHILIP MORRIS COMPANIES INC.,
PHILIP MORRIS INCORPORATED,
PHILIP MORRIS INTERNATIONAL
and PHILIP MORRIS MANAGEMENT
CORPORATION

DATE: September 1, 1994

FROM: Charles R. Wall

RE: Document Disposal Suspension Notice

As Records Coordinator for your department, it is your responsibility to see that all records are managed pursuant to the Company's Records Retention Policy. This memo is meant to become a part of that policy.

As you know, on March 24, 1994, Philip Morris Companies Inc. and Philip Morris-U.S.A. filed a libel lawsuit against American Broadcasting Companies Inc. for false and defamatory statements made on ABC's *Day One* show and other news programs. ABC has now served on the companies requests for certain records, all or most of which are already subject to disposal suspension under the Philip Morris Records Management Program and prior disposal suspension notices. This notice will serve to place the records described in the attachment to this memo under disposal suspension, if not already under suspension. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in each Records Management Manual remain in effect without change.

Philip Morris International should specifically note that, in addition to records already subject to suspension under prior suspension notices or the Appendix entitled *Topics Subject to Disposal Suspension*, records relating to tobacco products intended for sale both inside and outside the United States are subject to suspension.

If there is any question about whether a record is subject to this or other disposal suspension notices, the record should be retained pending review by the Legal Department.

As always, please distribute this disposal suspension notice throughout the departments for which you are responsible. If you have any question related to this notice, please contact Clare Purcell (Richmond x3656) or John Mulderig (New York x3056) in the Legal Department.

/lw
attachment

Source: https://www.industrydocuments.ucsf.edu/docs/qtcl0001

Attachment to: Charles R. Wall's Memo
September 1, 1994
to Records Coordinators

1. Any documents relating to a) reconstitution of tobacco, b) denatured alcohol and c) tobacco extracts.

2. Any documents relating to the nicotine content, yield or delivery of: a) tobacco; b)tobacco products (cigarettes, filler, paper, filters, flavorings, expanded tobacco, etc.) and, c) cigarette smoke.

3. Any documents relating to actions or efforts considered or taken by Philip Morris to prevent, limit or otherwise affect the public release of information concerning processes for the reconstitution of tobacco or use of denatured alcohol, flavorings, tobacco extract, super-critical extract, nicotine salt, nicotine sulfate, nicotine alkaloid, and any nicotine-containing substance, used in cigarette making.

4. Any communications (or documents relating to communications) between Philip Morris and American Broadcasting Companies or its employees.

5. Any documents relating to (a) Philip Morris senior management "Action Team" meetings, beginning in February 1994, or (b) any "open approach" to the public or news media begun by Philip Morris in 1994.

6. Any documents relating to (a) any American Broadcasting Companies investigation, broadcast or reporting regarding tobacco, cigarettes, nicotine or cigarette-smoking, or (b) any other print or broadcast media investigation or coverage regarding Philip Morris or the tobacco industry.

7. Any public statements or releases by Philip Morris relating to or describing (a) the reconstituted tobacco process, (b) the use of alcohol denatured with nicotine, or (c) the use of any tobacco extract, super-critical extract, nicotine salt, nicotine salt, nicotine sulfate, nicotine alkaloid, flavorings or flavor packages.

8. Any documents prepared on or after January 1, 1992, relating to communications about Philip Morris's past, present or future stock price or value.

9. Any documents prepared on or after January 1, 1992, relating to actual or projected Philip Morris cigarette sales, revenues, income or earnings.

10. Any documents relating to: a) whether Philip Morris would sue American Broadcasting Companies, its employees or others; b)Philip Morris's decision to sue, or c) the case itself.

Source: https://www.industrydocuments.ucsf.edu/docs/qtcl0001